

S-E-C-R-E-T

BASIC TRAINING COURSES

FORMER TITLES

NEW TITLES

Agency Indoctrination Course	Induction Course
Agency Orientation Course	National Intelligence Orientation
Phase I - Orientation	Basic Orientation
Basic Intelligence Course (CS)	
Basic Intelligence Course (I)-Part I	
Administration	Administrative Procedures
Administrative Support Course	Operations Support Tradecraft Principles Phase Administration Phase
Human Resources Program	Human Resources Program
Management Course B	Basic Supervision
Management Course A	Basic Management
Instructor Training	Instructional Techniques
Clerical Induction Course	Clerical Induction
Clerical Orientation Course	Clerical Orientation
Clerical Reorientation Course	Clerical Reorientation
English Usage I (Grammar)	Grammar Review
English Usage II (Punctuation and Capitalization)	Punctuation and Capitalization
Shorthand I - Part I	Shorthand Theory Review
Shorthand I - Part II	Introductory Shorthand Dictation
Intermediate Shorthand	Intermediate Shorthand Dictation
Advanced Shorthand	Advanced Shorthand Dictation
Typing for Professional Personnel	Non-Clerical Basic Typing
Typing I	Typing Techniques Review
Typing II	Advanced Typing

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INTELLIGENCE TRAINING COURSES

FORMER TITLES

NEW TITLES

Basic Intelligence Course (I)-Part II	Intelligence Principles and Methods
DD/A Intelligence Refresher Course	Intelligence Refresher
Intermediate Intelligence Course (Scientific)	Scientific Intelligence
Intermediate Intelligence Course (Oral Briefing)	Intelligence Briefing
Course on World Communism Communist Party Operations	World Communism
Problems of Intelligence Writing	Intelligence Writing
Reading Improvement Course	Reading Improvement
Advanced Reading Improvement Course	Advanced Reading Improvement
French Reading Improvement Course	Reading Improvement (French)

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